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ABSTRACT

Part of the library education program, these 12 information guides provide an introduction to the J. Paul Leonard Library's services and general information on access to specific types of materials. The following numbered guides are included: (1) Library Services; (2) Library Hours; (3) Library Floor Plan; (4) How to Use the Card Catalog; (5) The Library of Congress Guide to Subject Headings; (6) How to Locate a Book; (7) How to Locate Periodicals; (8) Microforms; (9) Reserve Book Room; (10) Interlibrary Services; (11) Reference Services; and (14) Government Publications. The guides are typeset with the library logo for series uniformity and identification, and each guide is limited to one two-sided page. The series is stored on disk for easy update and revision. A complete list of the Library Services and Information Guides is included. (EW)

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LIBRARY SERVICES OF THE SAN FRANCISCO STATE UNIVERSITY

Information guides #1-11 and 14

1987

IR052391

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LIBRARY SERVICES

INFORMATION GUIDES: #1 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following directory is a selective guide to services and collections in the J. Paul Leonard Library building. For more information about each service, or collection, call the telephone number listed (if calling from off-campus, add the prefix 338- to the extension number) or contact the Reference or Information Desks, as noted below.

	Floor*	Ext.**
Archives (Information Guides: #16)	6	1856
Atlases (Information Guides: #20)	4	1557
Audio/Music Collection (Information Guides: #13)	3	1229
Audio-Visual/ITV Center	G	1494
Book Check Out	1	1552
Book Collections (Information Guides: #4, #24 & #6)	1, 2, 3	
Book Finder Terminal (Information Guides: #24)	1	
Browsing Lounge	1	
Card Catalogs		
Main (Information Guides: #4 & #5)	1	1854
Audio/Music Collection (Information Guides: #13)	3	1229
de Bellis Collection (Information Guides: #17)	6	1649
Government Publications (Information Guides: #14)	4	1557
Teaching Resources Center (Information Guides: #15)	5	1811
Center for Reading Improvement	5	1487
Change Machines	G, 1, 2	
Children's Literature	5	1811
Circulation Desk (Information Guides: #18)	1	1552
College Catalogs (Periodicals/Microforms)	2	1128
Computerized Literature Searching (see also Online Seach Services)	1	1391
Computers (Media Access Center)	3	1229
Copy Machines		
Microform Copiers (10¢)	2, 4	
Rapid Copy Center (10¢)	1	2120
Self-Service Copiers (10¢)	G, 1-4	
de Bellis Collection	6	1649

	Floor*	Ext.**
Disabled Student Services (Information Guides: #26)	G	2472
ERIC (Educational Resources Information Center)		
Index (Reference)	1	
Microfiche Reports (Microforms Area)	2	
Exhibit Cases (Contact Victoria Scarlett)	6	1198
Faculty and Graduate Student Reading Room	4	
Friends of the J. Paul Leonard Library (Contact Library Office)	6	2011/1681
Garden Room (Reserve Book Room)	G	1881
Government Publications (Information Guides: #14)	4	1557
Group Study Rooms		
Reservations (Periodicals/Microforms)	2	1128
Rooms 122-127, 217-219, 301	1, 2, 3	
HRAF (Human Relations Area Files)	1	
Hours of Library Service (Recording) (Information Guides: #2)		1841
Information Desk	1	1854
Interlibrary Loan Service (Information Guides: #10)	1	1727
Labor Archives & Research Center	O	564-4010
Library Administration	6	2011/1681
Library Workbook Office	1	
Lost & Found (Circulation)	1	1552
Maps & Atlases (Information Guides: #20)	4	1557
Math Skills Project	4	2957
Media Access Center (Information Guides: #19)	3	1229
Media Viewing and Services	3	1229
Microforms	2	1128/1648

	Floor*	Ext.**
Music Listening Rooms	3	1229
Newspapers		
Current and Microfilm	2	1128
Indexes (Reference)	1	
Online Search Services (Information Guides: #12)	1	1391
Pamphlet File (see Special Resources File)	1	
Periodicals (Information Guides: #7)	2	1128
Indexes (Reference)	1	
Picture File	5	1811
Rapid Copy Service	1	2120
Reference Services (Information Guides: #11)	1	1391
Reserve Book Room (Information Guides: #9)	G	1881
Rest Rooms	G, 1-5	
Special Collections (Information Guides: #16)	5	1856
Special Resources File (Reference)	1	
Stacks Maintenance	2	1704
Teaching Resources Center (Information Guides: #15)	5	1811
Telephone Books (Reference)	1	
Telephones (Public)	G, 1, 2, 4	
Telephones (On-Campus)	G, 1, 4	
Test File (Mental and Psychological Measurements)	5	1811
Visually Handicapped Room (Reserve Book Room)	G	

FOR A FLOOR PLAN OF THE LIBRARY, SEE INFORMATION GUIDES: #3

*Numbers refer to floor of the Library G = Ground Floor O = 480 Winston Drive

**Add prefix 338- to reach a campus extension from an off-campus telephone

84-304/G

LIBRARY HOURS
FALL SEMESTER 1987
August 31, 1987—January 27, 1988

INFORMATION GUIDES: #2 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

SERVICES ARE PROVIDED UNTIL 15 MINUTES BEFORE CLOSING

REGULAR HOURS

Main Library Public Service Areas (Floors 1-3)

Monday-Thursday	8:00 am-10:00 pm
Friday	8:00 am- 5:00 pm
Saturday	10:00 am- 5:00 pm
Sunday	1:00 pm- 9:00 pm

(Sat. & Sun.—Reference Librarian available from 1:00-5:00 pm)

Reserve Book Room, Visually Handicapped Room (Library Ground Floor)

Monday-Friday	7:30 am-11:00 pm
Saturday	9:00 am- 6:00 pm
Sunday	1:00 pm-11:00 pm

Rapid Copy Center (1st Floor)

Monday-Thursday	8:00 am- 7:30 pm
Friday	8:00 am- 4:30 pm
Saturday	12:00 noon- 4:00 pm
Sunday	1:00 pm- 5:00 pm

Media Access Center (3rd Floor) (Phonorecord Library)

Monday-Thursday	8:00 am-10:00 pm
Friday	8:00 am- 5:00 pm
Saturday	1:00 pm- 5:00 pm
Sunday	CLOSED

Quiet Study Areas, Faculty & Graduate Student Reading Room (4th Floor)

Monday-Thursday	8:00 am- 9:00 pm
Friday	8:00 am- 4:30 pm

Government Publications (4th Floor)

Monday-Friday	(same as Main Library)
Saturday & Sunday	1:00- 5:00 pm

Teaching Resources Center (5th Floor) (Curriculum Library)

Monday-Friday	(same as Main Library)
Saturday	1:00 pm- 5:00 pm
Sunday	CLOSED

Special Collections (6th Floor)

Monday-Friday	8:00 am- 5:00 pm

Frank V. de Bellis Collection (6th Floor)

Monday-Friday	8:00 am- 5:00 pm

Labor Archives & Research Center

480 Winston Drive, San Francisco
Hours by appointment ☎ 564-4010

HOLIDAYS & EXCEPTIONS FOR FALL SEMESTER HOURS

Aug 31-Sep 2	Mon-Wed	Advising/Orientation	Main Library & Reserve Book Room	8:00 am-5:00 pm
Sep 3	Thurs	Instruction Begins	Main Library & Reserve Book Room	Regular Hours
Sep 5-6	Sat-Sun		Main Library & Reserve Book Room	Regular Hours
Sep 7	Mon	Labor Day	Main Library & Reserve Book Room	CLOSED
Sep 9	Wed	Admissions Day	Main Library & Reserve Book Room	Regular Hours
Oct 12	Mon	Columbus Day	Main Library & Reserve Book Room	Regular Hours
Nov 11	Wed	Veterans Day	Main Library & Reserve Book Room	Regular Hours
Nov 25	Wed	Thanksgiving Holiday	Main Library	8:00 am-7:00 pm
			Reserve Book Room	7:30 am-7:00 pm
Nov 26	Thurs	Thanksgiving Holiday	Main Library & Reserve Book Room	CLOSED
Nov 27	Fri	Thanksgiving Holiday	Main Library & Reserve Book Room	CLOSED
Nov 28-29	Sat-Sun	Thanksgiving Holiday	Main Library & Reserve Book Room	Regular Hours
Dec 10	Thurs	Final Exam Period	*Main Library	8:00 am-12 midnight
			Reserve Book Room	7:30 am-12 midnight
Dec 11	Fri	Final Exam Period	Main Library	8:00 am-5:00 pm
			Reserve Book Room	7:30 am-12 midnight
Dec 12	Sat	Final Exam Period	Main Library & Reserve Book Room	Regular Hours
Dec 13	Sun	Final Exam Period	**Main Library & Reserve Book Room	1:00 pm-12 midnight
Dec 14-17	Mon-Thurs	Final Exam Period	*Main Library	8:00 am-12 midnight
			Reserve Book Room	7:30 am-12 midnight
Dec 18	Fri	Final Exam Period	Main Library	8:00 am-5:00 pm
			Reserve Book Room	7:30 am-12 midnight
Dec 19	Sat	Final Exam Period	Main Library & Reserve Book Room	Regular Hours
Dec 20	Sun	Final Exam Period	**Main Library & Reserve Book Room	1:00 pm-12 midnight
Dec 21-22	Mon-Tues	Final Exam Period	*Main Library	8:00 am-12 midnight
			Reserve Book Room	7:30 am-12 midnight
Dec 23	Wed	Final Exam Period	Main Library	8:00 am-5:00 pm
			Reserve Book Room	7:30 am-7:00 pm

*Teaching Resources Center, Government Publications, and Media Access Center close at 10:00 pm.
**Government Publications open 1:00-5:00 pm. Teaching Resources Center and Media Access Center CLOSED.

Recording of the Library Hours is available by calling 338-1841. Notice of change in Library Hours from this printed schedule will be posted at the main entrance of the Library and at the entrance of the Reserve Book Room.

WINTER RECESS HOURS—Main Library & Reserve Book Room

Dec 24	Thurs	8:00 am-5:00 pm
Dec 25-30	Fri-Wed	CLOSED
Dec 31	Thurs	8:00 am-5:00 pm
Jan 1-3	Fri-Sun	CLOSED
Jan 4-17	Mon-Fri	8:00 am-5:00 pm
	Sat-Sun	CLOSED
Jan 18	Mon (Martin Luther King, Jr. Day)	CLOSED
Jan 19-27	Mon-Fri	8:00 am-5:00 pm
	Sat-Sun	CLOSED

RELATED SERVICES

Audio-Visual Center (Ground floor, AV 16)

Monday-Thursday	7:45 am-10:30 pm
Friday	7:45 am- 6:00 pm
Saturday-Sunday	CLOSED

Math Skills Project (4th floor, Room 437)

Monday-Friday	9:00 am- 4:00 pm
Saturday-Sunday	CLOSED

Disabled Student Services (Ground floor, Room 36)

Monday-Friday	8:00 am- 5:00 pm
Saturday-Sunday	CLOSED

PATRON WARNING/CLOSING BELLS
MAIN LIBRARY ONLY

1st Warning Bell: 30 minutes prior to the closing bell (Example: 6:30 pm)

2nd Warning Bell: 15 minutes prior to the closing bell (Example: 6:45 pm)
Incoming doors (main entrance) will be locked;
patrons remaining in the building are requested to leave.
All Library services are terminated.

3rd Warning Bell: **The Library is CLOSED (Example: 7:00 pm)**

Recording of Library Hours is available by calling 338-1841.
Notice of change in Library hours from this printed schedule will be posted at the main entrance of the Library and at the entrance of the Reserve Book Room.

SUTRO LIBRARY
A BRANCH OF THE CALIFORNIA STATE LIBRARY

480 Winston Drive
San Francisco, CA 94132
(415) 731-4477

Monday	10:00 am-9:00 pm
Tuesday-Saturday	10:00 am-5:00 pm
Sunday	CLOSED

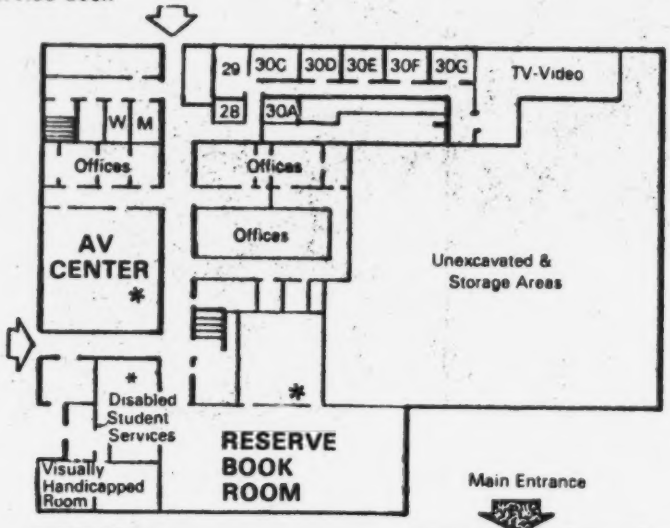
CLOSED on the following state holidays:

September 7, 1987 (Monday)
October 12, 1987 (Monday)
November 11, 1987 (Wednesday)
November 26, 1987 (Thursday)
December 25, 1987 (Friday)
January 1, 1988 (Friday)
January 18, 1988 (Monday)

LIBRARY FLOOR PLAN

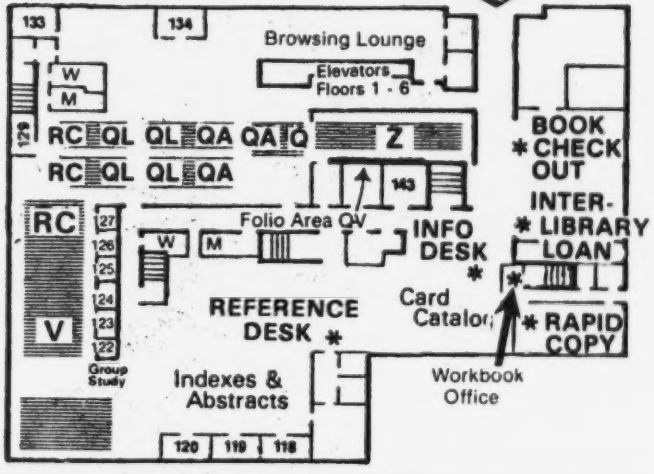
* Indicates public service desk

GROUND FLOOR



1ST FLOOR

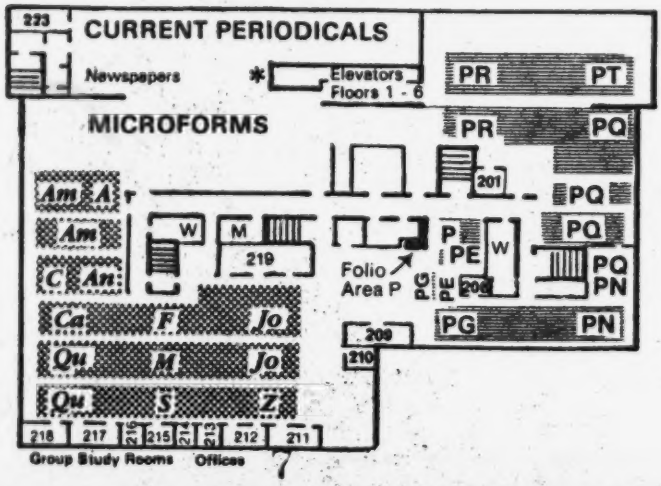
Books — Q-Z



2ND FLOOR

Books — P

Bound Periodicals



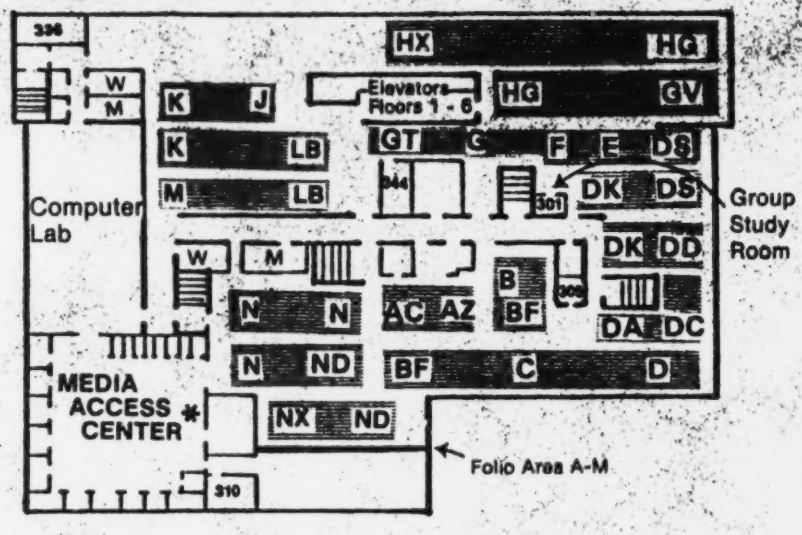
N

85-806

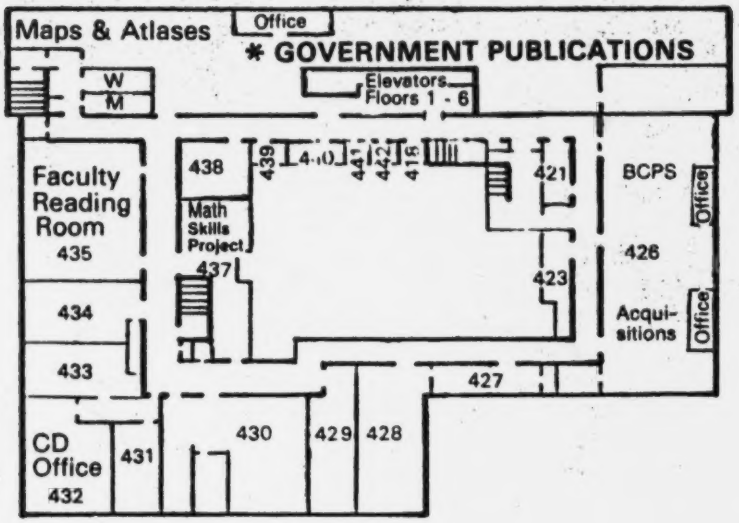
* Indicates public service desk

3RD FLOOR

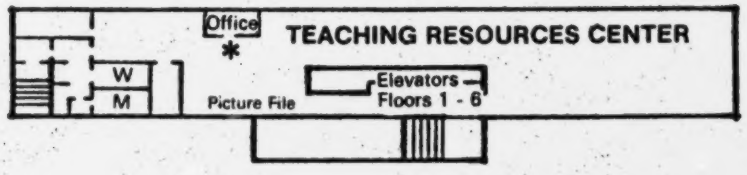
Books — A-N



4TH FLOOR



5TH FLOOR



6TH FLOOR

HOW TO USE THE CARD CATALOG

INFORMATION GUIDES: #4 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The J. Paul Leonard Library card catalog lists books, conference proceedings, theses and dissertations, many microform materials and some government publications. Main entry cards (usually under composer's last name) for musical scores are also in the Author/Title Catalog. For periodical titles consult the P.O.S.T. list at the Reference Desk or the Rotary Linedex in Periodicals/Microforms.

DIVIDED CATALOG

The card catalog is divided into two sections. If you want a specific book, look it up in the AUTHOR/TITLE CATALOG. If you want books on a particular topic or a particular person, look them up in the SUBJECT CATALOG. Then copy down the whole call number located on the upper left of the catalog card. This number indicates the library location of the book. Books are arranged by call number on the 1st, 2nd and 3rd floors of the Library. Books with call numbers beginning Q-Z are on the 1st floor, books with call numbers P are on the 2nd floor and books with call numbers beginning A-N are on the 3rd floor. Please see Information Guide #6 for more help on locating books in the stacks. If you have any trouble finding what you need, ask at the Information or Reference Desk.

AUTHOR/TITLE CATALOG

The Author/Title Catalog lists books both by author (or editor) and by title, arranged in a single alphabetical order. The main (most informative) card is usually the author card. Authors may be groups such as associations or government agencies as well as individuals.

When using the Author/Title Catalog, there are a few important rules to follow:

Individual author entries are arranged last name first.
Initials and abbreviations file before words beginning with the same letter. (e.g., S.S. before Sap).
M', Mac, Mc are interfiled as Mac.
Authors come before titles beginning with the same word (e.g., King, Zachary before *King Solomon's Mines*).
Initial articles in all languages (e.g., A, An, The, La, Der, Die) are ignored.

BOOK FINDER

Very new books may not be listed in the Card Catalog yet. If you know the author or title of a new book and it is not listed in the Author/Title Catalog, you can look it up on the Book Finder computer terminal located at the Information Desk and in the card catalog area. Book Finder will also tell you if a book is checked out or in a special location such as the Reserve Book Room, RBR. You can search Book Finder by author, by title or by call number.

SUBJECT CATALOG

The Subject Catalog lists books alphabetically by subject. There is a guide to the subject headings called the *Library of Congress Subject Headings* (LCSH). It consists of two large red volumes with paper supplements located by the Subject Catalog and at the Reference Desk. For more information on using the LCSH, see Information Guide #5.

The filing order for subject cards is as follows:

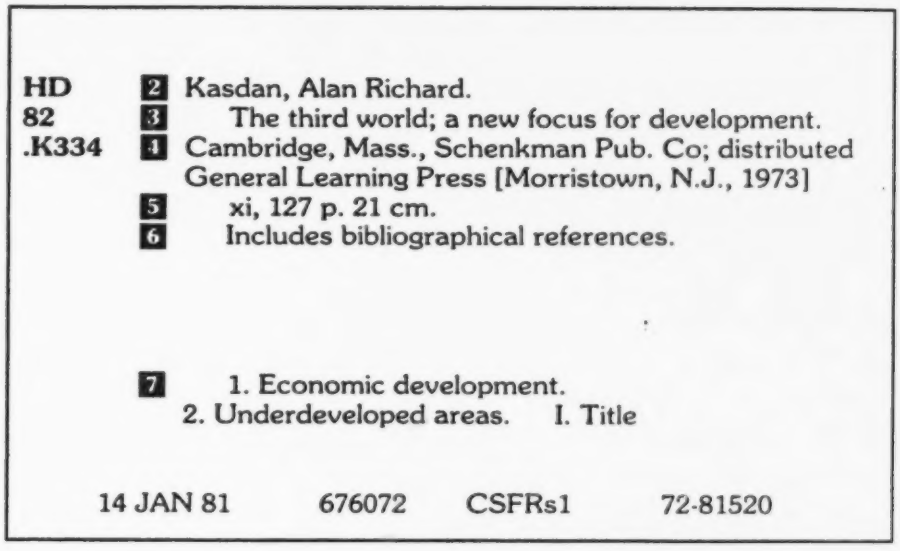
words without sub-headings	FISHES
words with non-geographic sub-headings after a dash	FISHES - TERMINOLOGY
words with geographic sub-headings after a dash	FISHES - MEXICO
words with sub-headings after a comma	FISHES, FOSSIL
phrases last	FISHES IN ART

REFERRAL CARDS

There are guide cards throughout the Author/Title and Subject Catalogs to lead you to other useful sources. These referral cards are filed after other cards with the same heading, and it is important to look for them. They may refer to additional headings for more books or to a different heading that the one you tried.

85-597

The following catalog card is an example of a Main (Author) Card and the kind of information it provides.


1 HD
82
.K334
2 Kasdan, Alan Richard.
3 The third world; a new focus for development.
4 Cambridge, Mass., Schenkman Pub. Co; distributed General Learning Press [Morristown, N.J., 1973]
5 xi, 127 p. 21 cm.
6 Includes bibliographical references.
7 1. Economic development.
2. Underdeveloped areas. I. Title
14 JAN 81 676072 CSFRs1 72-81520

1 Call number
2 Author
3 Title
4 Publishing information
5 Number of pages, size
6 Notes
7 Subject headings (Arabic numerals) used in the Subject Catalog

CARD CATALOG SYMBOLS

Curr(iculum) or Teach Res Center	Teaching Resources Center, 5th floor.
f(olio)	Over-size book. Folios are shelved in a separate folio section on the 3rd floor (if call number A-M), 2nd floor (if call number P) and 1st floor (if call number Q-V). Folios with call numbers N or Z are interfiled with the regular N and Z books although they may be shelved on a bottom shelf if they are very large.
Gov Publ	Government Publications, 4th floor.
Media Access Center	Media Access Center, 3rd floor.
Micro _____	Microform. Located in the Periodicals Microforms Area, 2nd floor.
NonCirc	In regular book stacks, 1st-3rd floors, but does not circulate.
Phono records	Audio/Music Collection, Media Access Center, 3rd floor.
Ref	Inquire at the Reference Desk, 1st floor.
Rotary Linedex	Consult the Rotary Linedex in the Periodicals/Microforms Area, 2nd floor.
Archives or Special Collections	Inquire in the Special Collections Department, 6th floor.

OTHER CARD CATALOGS

The departments below have their own catalogs which list the following materials:

AUDIO MUSIC	for sound recordings and musical scores, Media Access Center, 3rd floor.
GOVERNMENT PUBLICATIONS	for government publications (U.S., California, U.N., etc.), 4th floor
TEACHING RESOURCES CENTER	for children's and juvenile literature and curricular materials (grades K-12), 5th floor.
DE BELLIS	for many materials dealing with Italian art & civilization, 6th floor.

THE LIBRARY OF CONGRESS GUIDE TO SUBJECT HEADINGS

INFORMATION GUIDES: #5 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

In order to determine which subject headings to look under in the SUBJECT CATALOG, it is often necessary to consult the *Library of Congress Subject Headings*. This Library of Congress list is used by most academic libraries when they assign subject headings to a book. The use of this list ensures consistency in assigning the headings to books on the same subject. The *Library of Congress Subject Headings (LCSH)* is a large red two-volume set located near the Subject Catalog and at the Reference Desk. Supplements are located at the Reference Desk.

To find out which subject heading is used for a topic, it is first necessary to think of words and phrases that describe the topic. Then, look these terms up in *LCSH* until you find one of them listed. For instance, if you look up Preventive Medicine in *LCSH*, you would find:

Preventive Medicine
See Medicine, Preventive

If you then looked up Medicine, Preventive as instructed, you would find additional useful information about your topic:

Medicine, Preventive *(Indirect)*
(RA421-790) ← Many (not all) books on preventive medicine will have these call numbers**

Potentially relevant related subject headings →

sa Health risk assessment
Hygiene
Immunity
Medicine, State
Pathology
Periodic health examinations
Preventive dentistry
Preventive health services
Public health
Self-examination, Medical
Serumtherapy
Veterinary public health
subdivision Prevention under names of *diseases and groups of diseases, e.g.* Diptheria—Prevention; Communicable diseases—Prevention; *and subdivision* Diseases—Prevention *under subjects, e.g.* Heart —Diseases—Prevention

Terms not used as subject headings →

x Diseases—Prevention
Prevention of disease
Preventive medicine

xx Medicine, State ← Related subject heading of broader scope
Pathology
Public health

Sub-heading (subdivision) → —Law and legislation *(Indirect)*

i.e., Medicine, Preventive — Law and legislation is a subject heading

**You can browse the book stacks in the call number area indicated in parenthesis where you will find many books on your topic. However, it is necessary to use both the Subject Catalog and the browsing technique in order to find all the relevant books.

86 225

ADDITIONAL SUBDIVISIONS (SUB-HEADINGS)

To avoid repetition, all the subdivisions that can be attached to a particular heading are not always listed under at heading in *LCSH*. For example, the headings, MEDICINE, PREVENTIVE - BIBLIOGRAPHY or MEDICINE, PREVENTIVE - HISTORY, will appear in the SUBJECT Catalog if the library has a bibliography on preventive medicine or a history of preventive medicine, but these subdivisions will not be listed under Medicine, Preventive in *LCSH*.

HEADINGS OMITTED

Most proper names are *not* listed in *LCSH* although they *will* be listed in the SUBJECT Catalog if there are books about these topics in the library.

For instance, if you were looking for books about Ralph Ellison or Doris Lessing and criticisms of their works, you would find biographical and critical books listed in the SUBJECT Catalog under:

ELLISON, RALPH, 1914-

and ELLISON, RALPH, 1914-
INVISIBLE MAN.

LESSING, DORIS, 1919-

and LESSING, DORIS, 1919-
THE GOLDEN NOTEBOOK.

However, you would not find any of the above headings listed in *LCSH*.

* * *

If you have any difficulty locating the subjects in which you are interested in *LCSH* or the SUBJECT Catalog, be sure and ask for help at the Reference Desk.

HOW TO LOCATE A BOOK

INFORMATION GUIDES: #6 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Call Numbers

When using the card catalog, be sure to copy down the entire call number. You will find the call number on the upper left of each catalog card for the book. It is helpful to write the call number exactly as it is printed on the card, especially if it a complex call number. On the Book Finder computer terminal, the call number is on the second line of the record for the book.

The J. Paul Leonard Library classifies books according to the Library of Congress Classification System, a mixed letter and number system. The first line (letters) and the second line (numbers) indicate the general subject matter of the book. The third line (a letter and number) may further specify the subject of the book. The last letter and numbers refer to the author or title of the book. Example:

AUTHORS (GENERAL)	PN	Scott, Sutherland.
FICTION	3448	Blood in their ink; the
DETECTIVE & MYSTERY	D4	march of the modern mystery.
SCOTT	S35	

Copies of a brief outline of the Library of Congress Classification System are available at the Reference Desk if you are interested.

Since the first two lines of the call number indicate the general subject matter of the book, you may use this letter and number combination to browse in the book stacks for related books.

How Books Are Shelved

The book stacks are open to the public and are located on the 1st, 2nd and 3rd floors of the Library. Books are shelved:

A. By Library of Congress letter:

A-N	3rd floor
P	2nd floor
Q-Z	1st floor

B. Then by number:

PN	before	PN
50		3448

C. Then by subsequent letters and numbers treated decimally (whether the decimal point appears or not):

PA	PN	PN	PN	PN	Q
6003	3448	3448	3448	3448	180
T2	M9	.S45	S45	S8	B4
		T45x	T8		
			1977		

Books with call numbers marked f or folio (meaning oversize) are shelved in separate folio sections on the 1st, 2nd and 3rd floors, except for books beginning with call number N or Z. N and Z folios are interfiled with the regular N and Z books, although if they are too large they may be shelved on a bottom shelf.

Checking Books Out or Locating Missing Books

Once you locate the books you want, bring as many as you want to the 1st floor Book Check Out Desk to check them out. Your student I.D. is your library card. Books can be checked out for a 4 week period. There is a 25¢ fine per day on over-due books.

If you cannot find a book on the shelf or in the re-shelving area, use the Book Finder terminal at the Information Desk or in the card catalog area to see if it has already been checked out. If so, you can put a HOLD on the book. If not, you can put a SEARCH on it. Go to the Book Check Out Desk to do so.

Sometimes the card catalog will indicate a special location for a book. Watch out for the following:

	Floor
Archives	6
Curr(iculum) or Teach(ing) Res(ources) Center	5
deBellis	6
Gov(ernment) Pub(lications)	4
Micro _____ (Periodicals/Microforms Area)	2
Phono records (Media Access Center)	3
Ref(erence)	1
Rotary Linedex (Periodicals/Microforms Area)	2
Special Collections	6

Book Finder also uses codes that designate the location of a book in the library. The code is indicated at the extreme left at the bottom of the record. Codes to watch for are:

		Floor
PHO	Phonorecords	3
RBR	Rotative Book Room	G
REF	Reference Area	1
SFS	Main Collection	1-6

For additional information on locating books, the following Information Guides are available at the Information and Reference Desks:

#3	Library Floor Plan
#4	How to Use the Card Catalog
#4	The Library of Congress Guide to Subject Headings
#23	The Library of Congress Classification System
#24	Brief Users' Guide to Book Finder

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HOW TO LOCATE PERIODICALS

INFORMATION GUIDES: #7 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

A PERIODICAL is a publication that appears at least twice yearly and contains articles and other writings by various contributors. There are two types of periodicals: 1) popular MAGAZINES and 2) professional, academic and trade JOURNALS.

LOCATING PERIODICAL ARTICLES BY SUBJECT

PERIODICAL INDEXES AND ABSTRACTS

In order to find articles on a specific topic, it is necessary to use a periodical index or abstract. Periodical indexes list by subject and sometimes by author, articles that have appeared in periodicals. Abstracts are periodical indexes that provide summaries (abstracts) of the articles they list. The library has over 500 different general and subject-oriented indexes and abstracts, located in the Indexes and Abstracts Area, 1st floor.

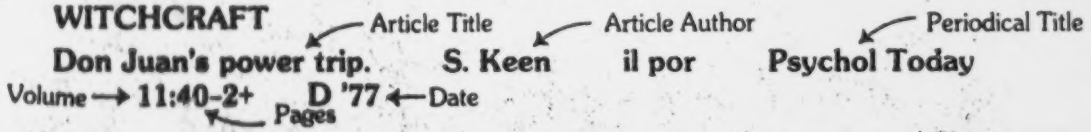
In order to find out which periodical indexes are appropriate to your particular topic, consult the Periodical Indexes and Abstracts Subject list at the Reference Desk or ask a reference librarian for assistance.

If there is a particular periodical that interests you, there are a number of sources (such as Ulrich's International Periodicals Directory Ref Z6941 U5) that you may consult at the Reference Desk in order to determine which index(es) index your periodical.

FORMAT OF PERIODICAL INDEXES

Periodical indexes and abstracts normally provide the following information about each article they list: Author and Title of Article; Periodical Title (often abbreviated); Volume number, Pages and Date of Periodical. If the title of the periodical is abbreviated, always be sure to look in the front of the index or in the separate list of journal abbreviations accompanying the index in order to find out the full title of the periodical. If there is no list of abbreviations, ask at the Reference Desk.

The following is a sample of a typical periodical index entry:



According to the list of abbreviations in the front of the index represented above, il= illustrated; por = portrait. According to the list of periodical title abbreviations also in the front of the index, Psychol Today = Psychology Today.

LOCATING PERIODICALS BY TITLE

To determine if the library subscribes to a particular periodical, consult either the P.O.S.T. (Periodical or Serial Titles) list at the Reference or Periodicals/Microforms Desks or the Rotary Linedex located in the Periodicals/Microforms Area, 2nd floor.

The following is a sample of a periodical listed in the P.O.S.T. list:

BROADCAST ENGINEERING
FILM: VOLUMES 7-17 [1965-75]
FICHE: VOLUME 18 [1976] TO CURRENT ISSUES
LATEST TWO YEARS IN CURRENT PERIODICALS AREA

The following is a periodical listing from the Rotary Linedex:

PSYCHOLOGY TODAY
Microfilm:V.1(1967)-date

If the Rotary Linedex does not indicate that back issues are on microfilm or microfiche, it means that they are bound. The Rotary Linedex does not say "Current Issues In Current Periodicals Area," but this is always the case for currently received periodicals.

If the periodical you are interested in is not on the shelf, inquire at the Current Periodicals Desk about putting a search on it.

P.O.S.T. Scripts, located at the Reference and Periodicals/Microforms Desks, lists currently received periodicals by broad subject category; foreign language periodicals by language; historical periodicals and newspapers by date; and currently received newspapers by country and (for the U.S.) by city.

INTERLIBRARY LOAN

If the library does not have the periodical you need, you may request a copy of the article you want from another CSU campus or U.C. Berkeley, through the Interlibrary Loan Service located on the 1st floor of the library. Check the CSU Union List of Serials (located throughout the library) and the CALLS or CULP lists of serials at the Interlibrary Loan Desk for availability of the periodical.

LOCATION OF PERIODICALS

Periodicals are located on the second floor. Current issues (the last year or so) are shelved in alphabetical order in the Current Periodicals Area. Older issues are either in bound, microfilm or microfiche format and are arranged in alphabetical order in their respective areas. Both P.O.S.T. and the Rotary Linedex tell you the format of the older issues.

CIRCULATION OF PERIODICALS

Most current unbound periodicals (maximum of 3) can be checked out overnight from the Current Periodicals Desk. The loan schedule is:

Days	Check Out Time	Due
Monday-Thursday	After 4 p.m.	Noon the next day
Friday-Sunday	Anytime after noon Friday	Noon Monday

Microforms do not circulate.

Bound periodicals only circulate to faculty and graduate students. Overdue fines for hourly or overnight loans are 25¢ per hour per item overdue or $1.00 per hour per item for overdue reserve items. The maximum fine is $25 per item.

COPYING PERIODICALS

There are copying machines for paper, microfilm and microfiche periodicals located in the Periodicals/Microforms Area. A change machine is available in the Current Periodicals Area.

VIDEOTAPE

A ten-minute videotape "In Search of Periodicals," is available for viewing in the Media Access Center, 3rd floor. The videotape describes periodical indexes, abstracts and citation indexes. It may be viewed Monday through Saturday.

INFORMATION GUIDES AND BIBLIOGRAPHIES AND RESEARCH GUIDES

The following guides are available at the Reference Desk and may be of additional use with periodical research.

Information Guide #8:	Microforms
Bib. & Research Guide #1:	How to Use the Readers' Guide
Bib. & Research Guide #2:	How to Use Psychological Abstracts
Bib. & Research Guide #3:	How to Use Citation Indexes
Bib. & Research Guide #4:	How to Use ERIC
Bib. & Research Guide #32:	How to Use Chemical Abstracts
Bib. & Research Guide #38:	How to Use Engineering Index

MICROFORMS

INFORMATION GUIDES: #8 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Increasingly, libraries are acquiring materials in microformat. Microforms cost less and occupy much less space than conventional print materials. The following is a brief introduction to the materials available in microformat at the J. Paul Leonard Library. The Microforms Area is located on the 2nd floor, adjacent to the Periodicals/Microforms Desk. Assistance is available at this desk.

DEFINITIONS

Microcard A microphotographically produced card capable of reproducing up to 80 pages of text.

Microfiche A microphotographically produced sheet capable of reproducing 60-1000 pages of printed text.

Microfilm A roll of microphotographically produced material.

MAJOR MICROFORM COLLECTIONS

Microfilm	Access	Arrangement
Newspapers and Periodicals	Rotary Linedex, P.O.S.T.	Filed by Title
California Periodicals Microfilm	Index in Reference	Filed with Microfilm Periodicals under California Periodicals Microfilm
Books and Series	Card Catalog and, sometimes, Indexes with Collection	Filed by Number
Microfiche		
Periodicals	Rotary Linedex, P.O.S.T.	Filed by Title
Books	Card Catalog	Filed by Main Entry or Series
Amnesty International Country Dossiers	Index with Collection	Filed by Region, Then Date
Area Business Databank	Index in Reference	Filed by Fiche Number
CBS News & Public Affairs Programs	Index in Reference	Filed by Program Title or Type, Then Date
College Catalogs	Index with Collection	Filed by State Code & Number
ERIC (Educational Research)	Index in Reference	Filed by ED Number
HRAF (Human Relations Area File)—Cultural Material	Indexes with Collection, Located in Reference	Filed by Culture Code, then Subject Code
Health, Physical Education, Recreation Microform Publications	Card Catalog or Index in Reference	Filed by Author
LAC (Library of American Civilization)	Card Catalog or Indexes with Collection	Filed by LAC Number
LEL (Library of English Literature)	Card Catalog or Indexes with Collection	Filed by LEL Number
NewsBank Review of the Arts	Index in Reference	Filed by Subject, Then Date, Then Card Number
SFSU Masters Theses	Card Catalog	Filed by Author
Phonefiche (U.S. Telephone Books)	Located in Reference, Indexes also available	Filed Geographically by State and City

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10-K Reports & Annual Reports	Available for Fortune 500 Companies, Located in Reference	Company Name, Then Filed by Year
Annual Reports	Available for most Publicly Owned Companies, Located in Reference	Filed by Fiche Number (master index in binder and on fiche)

Microcard

Mostly Historical Series	Card Catalog	In Boxes Shelved by Key Word

PHOTOCOPYING MICROFORM MATERIALS

Microfilm, microfiche and microcard readers are located in the Microforms Area. Self-service Microform reader/printers are also provided. Copies cost 10 cents per page.

The Rapid Copy Service will accept requests for microfilm and microfiche copying orders of ten pages or copies from the same roll of microfilm or piece of microfiche. Copies cost 20¢ per page and are made on an overnight basis.

If you have any difficulty locating microform materials or using the microform equipment, ASK FOR HELP at the Periodicals/Microforms Desk.

OTHER MICROFORM COLLECTIONS

The following departments have materials in their collections that are on microform: Government Publications, de Bellis Collection, Special Collections and Teaching Resources Center. There are Information Guides available describing the holdings of these departments.

RESERVE BOOK ROOM

Books and other materials on reserve for course assignments are located in the Reserve Book Room on the ground floor of the library. This service is not accessible from the first floor of the library; it is necessary to use the ground floor entrance located to the right of the library's main entrance. Reserve materials are housed in a closed stack area (no browsing). Counter service is provided on a first-come, first-served, basis.

RESERVE BOOK ROOM CATALOGS

Reserve materials are divided into two separate card catalogs. Catalog A lists books placed on reserve from the library's own collection; they are arranged by the title. Catalog B lists materials owned by instructors and lent to the library; these materials are arranged by the instructor's last name and then alphabetically by the title under that name. To request reserve materials, first find them in the catalog(s) and then completely fill out one call slip for each title requested.

HOW AND WHEN TO CHECK OUT RESERVE MATERIALS

To check out material, present the completed call slip(s) and your zebra labelled photo ID (with current semester sticker) at the reserve desk to the first available checker. Your checkout limit is 3 reserve titles in the same subject area at a time. Checkout deadline is 15 minutes before the Reserve Book Room closes. Only those borrowers in line within the ropes at the reserve desk will be served. *Return reserve materials to the reserve desk book return drops.* When the Reserve Book Room is closed you may deposit reserve materials in the 24-hour book drop to the left of the library's main entrance.

For a schedule of library hours, see Information Guide: #2 or telephone 338-1841. Changes in library hours are posted at the library entrances.

LOAN PERIODS

The loan periods are: 2-hours, 24-hours or 48-hours.

Reserve loans begin at the date/time materials are checked out. Reserve materials are due on the date/time stamped on the date due slip.

THERE IS NO GRACE PERIOD.

RENEWALS

Reserve materials may be renewed unless requested by another borrower. Telephone renewals are not accepted. Holds are not placed on reserve materials.

OTHER SERVICES

Visually Handicapped Room

Print-handicapped students and their readers obtain authorization to use the room through the Disabled Student Services Center. The service provides recording and listening facilities, braillers, large print typewriters, a magnifier and a limited braille collection. General questions or suggestions regarding the service, as well as reports of equipment malfunctions, can be addressed to the Reserve Book Room Desk.

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Extended Hours

During the semester the Reserve Book Room and Visually Handicapped Room are open:

Monday-Friday	7:30 AM - 11:00 PM
Saturday	9:00 AM - 6:00 PM
Sunday	1:00 PM - 11:00 PM

For exceptions to the above hours, see Information Guide #2.

OVERDUE, DAMAGED OR UNRETURNED BOOKS

You must note the date/time stamped in the book when you check it out and return it to the Reserve Book Room when it is due. Overdue fees are $1.00 per hour per book for hour-based loans and $1.00 per day per book for day-based loans to a maximum of $25.00 per book. See Information Guide #18 for further information on overdue, damaged or unreturned book fees.

INTERLIBRARY SERVICES

INFORMATION GUIDES: #10 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Materials not owned by J. Paul Leonard Library may be borrowed from other CSU libraries and from the University of California, Berkeley, by placing a request with Interlibrary Services. All students, faculty and staff may place requests. Loaned books or copies of periodical articles (not entire periodical volumes or issues) are available.

TIME REQUIRED TO OBTAIN MATERIALS

Within CSU/UCB 7-10 working days, minimum
Other 2-3 weeks, minimum

Patrons will be notified by mail with their **BOOK** request is received.

For **PHOTOCOPIES OF PERIODICAL ARTICLES**, patrons should check the container on top of the Interlibrary Services desk.

INFORMATION NEEDED

Interlibrary request forms are available at the **Interlibrary Services** Desk, 1st floor. The following information about requested material is needed. Please fill out the forms legibly. DO NOT USE ABBREVIATIONS. Ask for assistance at the Reference Desk if you do not know what abbreviations stand for.

Books, Theses or Dissertations

BEFORE PLACING AN INTERLIBRARY REQUEST, BE SURE TO CHECK UNDER THE AUTHOR AND THE TITLE OF THE BOOK OR THESIS/DISSERTATION IN THE MAIN CARD CATALOG AND ON A BOOK FINDER TERMINAL TO VERIFY THAT THIS LIBRARY DOES NOT HAVE THE MATERIAL. THEN PROVIDE THE FOLLOWING:

Author, last name first
Title
Publisher/Place, if available
Date of Publication
Source of Reference/Volume or Date/Page

For a thesis or dissertation the following additional information is needed:

University Where Thesis/Dissertation Written
Degree Received by the Writer
Date of Publication

Note: Many universities will not loan copies of theses or dissertations done at their institution. Therefore, it is often necessary to buy a copy from University Microfilms. For order information, consult Masters Abstracts or Dissertation Abstracts International, located in the Reference Indexes and Abstracts Area.

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Periodical Articles

BEFORE PLACING AN INTERLIBRARY REQUEST, BE SURE TO CHECK THE ROTARY LINEDEX LOCATED IN PERIODICALS/MICROFORMS OR THE P.O.S.T. LIST OF PERIODICALS LOCATED AT THE REFERENCE DESK TO VERIFY THAT THIS LIBRARY DOES NOT HAVE THE VOLUME NUMBER AND ISSUE NUMBER OF THE PERIODICAL IN QUESTION. THEN PROVIDE THE FOLLOWING:

Title of Periodical
Volume/Issue Number/Pages/Date of Publication
Author of Article, last name first
Title of Article
Source of Reference/Volume or Date/Page

MATERIAL OUTSIDE THE CSU SYSTEM

Faculty and graduate students may also request materials from libraries outside the CSU system. In such cases, graduate students must have the signature of a faculty advisor. Charges may be incurred, particularly for photocopied periodical articles. Patrons must indicate the amount they are willing to pay. Requests for photocopied articles will not be processed unless the patron agrees to a possible minimum fee of $5.

LOAN PERIOD FOR BOOKS OR THESES/DISSERTATIONS

Due dates for books, theses of dissertations obtained through Interlibrary Services are determined by the lending institution. Materials must be returned to the Interlibrary Services Desk by their due date. DO NOT RETURN MATERIAL TO ANY OTHER BOOK DROP OTHER THAN THE ONE AT THE INTERLIBRARY SERVICES DESK.

REFERENCE SERVICES

Through a variety of programs, Reference Services provides library users individualized assistance with specific information or with instruction in information retrieval skills.

REFERENCE DESK AND COLLECTIONS

Reference librarians provide information and research advice on a one-to-one basis at the Reference Desk on the first floor.

Reference Books

The book collection includes sources such as almanacs, dictionaries, encyclopedias, atlases, directories, handbooks and bibliographies. Frequently used materials are located behind the Reference Desk and may be borrowed for use in the library for two hours. Most reference books, however, are located in the Reference Stacks near the Desk, arranged in call number order. This collection includes, for example, encyclopedias, business directories and financial sources, "who's who" directories, foreign language dictionaries, and scientific handbooks. All reference books are listed in the main card catalog with "Ref," included as part of the call number.

Periodical Indexes and Abstracts

These guides to articles in magazines, journals and newspapers are arranged in alphabetical order by title in the Indexes and Abstracts area near the Reference Desk. Reference librarians will recommend particular titles and explain how to use them. There is also Information Guide #7 and various videotapes including "In Search of Periodicals" that explain how to locate and use periodicals and indexes.

Special Reference Files

Special Resources File: Annual reports for major national, international and local corporations; art exhibition catalogs. A maximum of 5 pamphlets may be checked out for a four-week period.

10-K Reports and Annual Reports on microfiche are located near the Special Resources File.

Telephone Directories: Major U.S. and Canadian directories on microfiche and all California and some foreign directories in paper.

Play Index: Card file listing many of the individual plays in anthologies that are located in the main book collection.

HRAF (Human Relations Area Files): A microfiche collection of original ethnographic source material to facilitate cross-cultural research.

COMPUTER ASSISTED SEARCH SERVICE

Computerized literature searching is available to faculty, staff, and students. Please ask for Information Guide #12 for more information or inquire at the Reference Desk

LIBRARY EDUCATION

In addition to individual instruction at the Reference Desk, the library offers more formal instruction with lectures, seminars and tours discussing research sources and strategies in specific subject areas. Faculty may request these lectures for their classes two to three weeks in advance of the preferred date; arrangements are made subject to staff availability. Audiotape orientation tours of the entire library are available at the Reference Desk, 1st floor.

To satisfy the library skills requirement of the General Education Program, there is "Library Resources: A Self-Paced Workbook"; it is an instructional package teaching basic library research. For information, please make inquiries at the Library Workbook office or Reference Desk, first floor. The workbook may be purchased at Rapid Copy, 1st floor, Library.

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PRINTED LIBRARY GUIDES

Information Guides: A series of single sheets explaining the function and organization of the major public service departments and services in the library.

Bibliographies and Research Guides: A series of handouts developed for different subject disciplines outlining research sources and strategies, e.g., business, education, engineering, humanities, costume, etc. We welcome suggestions for topics for additional guides, but regret that we are unable to prepare personalized bibliographies (except as generated through online searches).

Both series are available at the Reference Desk. Information Guides are also available at the Information Desk and in appropriate departments.

REFERENCE CONSULTATION

Reference librarians can also provide in-depth research advice during office hours or by appointment. To contact the individual librarians listed below with their subject specializations, telephone or go to the librarian's office. The librarians' basic schedule, office hours, and a sign-up sheet are outside their office door. If you have further questions, ask or leave a message at the Reference Desk.

Specialists	Subjects (language in brackets indicates at least reading knowledge)	Phone	Office Location
Brandt, Linda	Computer Science, Social Sciences	x6367	Rm 119; 1st flr.
Cheng, George	Serials Collection Development Coordinator, Humanities, Chinese, East Asia Studies, Business	x1392	Rm 212; 2nd flr.
Covert-Vail, Lucinda	Journalism, Psychology, Gerontology, CIS, Broadcasting, Online	x2132	Rm 129; 1st flr.
Frewin, Richard	Theatre Arts, Film, Broadcasting, Ed/Psych, D&I	x1392	Rm 212; 2nd flr.
Gerstle, Steven	Business, Social Sciences, Online	x6394	Rm 215; 2nd flr.
Graham, Christine	Library Educ. Coordinator/Lib Resources Workbook, Education, Special Education	x2131	Rm 134; 1st flr.
Haikalis, Peter	Humanities, Behavioral & Social Sciences, Russian [Greek]	x2188	Rm 133; 1st flr.
Hall, Cynthia	Bio Health & Med Sci., Mathematics, P.E., Rec/Leisure Studies, Philosophy, Citation Form, Online	x2026	Rm 211; 2nd flr.
Hamly, Caroline	Reference Coordnator, Phys & App Sci., Online	X1454	Rm 120; 1st flr.
Jacobsen, LaVonne	Gov't Pubs Coor., Geography/Maps & Atlases, Anthro.,	x2733	Gov't Pubs; 4th flr.
Johansen, Marjorie	Social Sciences	x1454	Rm 120; 1st flr.
Kennedy, Ann	Business, Beh & Social Sci., Literature, Gov't Pubs, Online	x6367	Rm 119; 1st flr.
Klein, Rhona	Art, Music, Humanities, Literature [German]	x2131	Rm 134; 1st flr.
Knights, Sheila	Humanities	x1617	Rm 214; 2nd flr.
Noda, Nancy	Coll Dev't Coor., Humanities/Languages, French, Spanish	x2026	Rm 211; 2nd flr.
Ross, Richard	Music, English, Theatre Arts, Art, French	x1033	Rm 305; 3rd flr.
Talan, Harriet	Online Coor., Beh & Soc Sci., Women Studies, SF History, Labor Studies	x2132	Rm 129; 1st flr.
Thomas, Raye Lynn	Art/Textiles	x1455	Rm 118; 1st flr.
Tong, Darlene	Fine Arts & Architecture, Consumer & Family Studies/ Dietetics, Fashion, Theatre Arts/Dance, Anthro, D&I	x1455	Rm 118; 1st flr.
Whitson, Helene	Archives/Spec. Coll Coor., SFSU & CSU History, Education, Children's Literature	x1856	Archives/Special Collections; 6th flr.

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GOVERNMENT PUBLICATIONS

INFORMATION GUIDES: #14 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Government publications, also known as documents, are sources that are published by governments instead of by private publishers. They may be about any subject imaginable from art to zoology, not just about governmental proceedings. Although most documents are in book or pamphlet form, they are also published as maps, media, periodicals, posters, and microfiche. Government publications are most often used by researchers looking for statistics, laws, historical records, descriptions of countries, and research on controversial policy issues such as abortion.

LOCATION AND COLLECTIONS

This library has a collection of more than half a million documents; the majority are located in the separate Government Publications Department on the fourth floor (although a few are integrated into the book and periodical collections). Our collection consists mostly of documents published by the United States, California, and the United Nations. There are smaller collections of documents from San Francisco Bay Area cities and counties, foreign countries, and international organizations such as the Organization of American States (OAS) and the Organization for Economic Cooperation and Development (OECD). The collection emphasizes current materials although basic historical items are also available.

ACCESS AND CIRCULATION

In this library, most documents are NOT listed in the main card catalog on the first floor, and they are not listed by subject or title in the Government Publications card catalog. Documents are searched by using printed indexes as you would do for periodical articles. Because the organization and access in Government Publications is quite different from that for books, the following steps usually work best for researchers:

1. ASK FOR ADVICE:
   The staff may recommend an index to be searched or a particular source in the documents reference collection.
2. SEARCH AN INDEX:
   The most frequently used indexes are listed on the reverse; most can be searched by subject, title, or agency.
3. CHECK GOVERNMENT PUBLICATIONS CARD CATALOG:
   The catalog is arranged by shelving order; please ask the staff for assistance.
4. REQUEST FOUND ITEMS AT DESK:
   Documents are in a "closed stack" area because they are not arranged according to familiar systems; staff will bring requested documents after they have been located in the card catalog.
5. BORROW THEM!
   Most documents (except for laws and census books) circulate for 28 days from the Government Publications Desk.

HOURS

Same hours as the main library except weekends; then 1:00 p.m. to 5:00 p.m. only. Librarians are usually available for research advice from 8:00 a.m. to 5:00 p.m., Monday - Friday, in the department, and at the Reference Desk, 1st floor, weekday nights and weekends, 1:00 p.m. - 5:00 p.m.

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SUBJECT INDEXES

The following are those most frequently used:

All Subjects

Congressional Information Service (CIS) Index, 1970-
Detailed subject and title index to hearings, reports, and other Congressional research.

Federal Government Publications Catalog, 1976-
Microfilm edition of the Monthly Catalog; cumulative index including authors, titles and standard subject headings.

Government Reports Announcements/Index, 1956-
Author, title and subject index to research reports not automatically distributed to most libraries but available through Interlibrary Loan.

Monthly Catalog of U.S. Government Publications, 1895-
Subject, keyword, title, and agency index to widely distributed documents from all U.S. agencies (except grant reports). Historical indexes available back to 1774.

REF 1st floor — Public Affairs Information Service (PAIS) Bulletin, 1915-
Excellent index to current affairs which includes documents in addition to periodical articles and books.

Foreign and International

Foreign Broadcast Information Service (FBIS) and Joint Publications Research Service (JPRS) indexes, 1979-
Translations of news and research from other countries provided by U.S.; translations available on microfiche.

Indexes to Proceedings of the United Nations General Assembly, Security Council, and Economic & Social Council, 1945-
Subject and country index to official activities.

United Nations Documents Index (UNDOC/UNDEX), 1950-
Subject and country index to general publications as well as official proceedings.

State and Local

California State Publications, 1945-
Subject and title index to widely distributed state documents.

Index to Current Urban Documents, 1972-
Subject and place index to documents from U.S. cities and counties; microfiche collection of documents from California cities and counties available beginning with 1980.

Statistics

American Statistics Index (ASI), 1970-
Detailed subject, title, and category index to statistics in U.S. documents. Some data available in non-depository ASI fiche and some in regular documents collection.

Index to International Statistics (IIS), 1983-
Detailed index to statistics in the publications of international organizations; most data available in IIS fiche.

Statistical Reference Index (SRI), 1980-
Detailed index to statistics in private, non-profit, and state publications; most data available in SRI fiche.

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